

# JOB DESCRIPTION



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**Position Title:** Instructor Cybersecurity – BS

**Division:** Business and Technology

**Employment Category:** Faculty

**Primary Location:** District-wide  
Based at the Downtown Center

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-Time; Academic Year

**Pay Grade:** Faculty F0902

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**Position Summary:** The Instructor of Cybersecurity is responsible for the instruction of Computer Information Systems and Cybersecurity courses for majors and non-majors district-wide. Full time faculty members are professional educators with the primary responsibility of providing a quality instruction for a diverse student population and performing instructional duties and responsibilities in accordance with the philosophy, mission, policies and procedures of the college.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Teaches assigned Cybersecurity and Computer Information Systems courses and associated labs in accordance with the college's workload policy; maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner

Develops new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, laboratories and course procedure sheets for Computer Information Systems / Cybersecurity courses; assists with the preparation of course proposals, curriculum updates and the construction of degree/certificate programs

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful Computer Information Systems / Cybersecurity program; integrates knowledge of industry trends and professional training to continuously improve program and course quality

Contributes to the maintenance, troubleshooting, and building of hardware and software necessary for the successful deployment of all Cybersecurity courses

Participates in department course scheduling, as well as department, division and college meetings; serves on college committees as assigned. Serves as advisor for CIS/Cybersecurity student organizations

Participates in the recruitment of prospective Cybersecurity students. This includes, but is not limited to, working with partner institutions in the development and maintenance of a sustainable recruiting model.

Performs other related duties as assigned

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**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Bachelor's degree in Cybersecurity, or related discipline from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education.  
Attainment of professional certification within 1 calendar year of the date of hiring (Security+ or higher)  
Experience with the use of technology in lecture and lab settings

## **Preferred Qualifications:**

Master's degree in Cybersecurity, or related discipline from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education  
Experience teaching Cybersecurity and/or computer related courses in higher education  
Three years of related professional/industry experience  
Teaching experience using alternative delivery methods

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of curriculum and program development  
Knowledge of computer networking concepts and protocols, and network security methodologies  
Knowledge of risk management processes (e.g., methods for assessing and mitigating risk)  
Knowledge of virtualization technologies and virtual machine development and maintenance  
Knowledge of public relations/marketing practices and methods  
Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications  
Skill in instructing students from diverse cultures and/or backgrounds  
Skill in applying security control  
Skill in using authentic assessment to evaluate students' needs and progress  
Skill in integrating technology into curriculum and other educational services  
Skill in using virtual machines. (e.g., Microsoft Hyper-V, VMWare vSphere, Citrix XenDesktop/Server, Amazon Elastic Compute Cloud, etc.)  
Skill in configuring and utilizing software-based computer protection tools (e.g., software firewalls, antivirus software, anti-spyware)  
Skill in configuring and utilizing network protection components (e.g., Firewalls, VPNs, network intrusion detection systems)  
Skill in system, network, and OS hardening techniques. (e.g., remove unnecessary services, password policies, network segmentation, enable logging, least privilege, etc.)  
Skill in communicating with all levels of management including Board members (e.g., interpersonal skills, approachability, effective listening skills, appropriate use of style and language for the audience)  
Skill in using network analysis tools to identify vulnerabilities. (e.g., fuzzing, nmap, etc.)  
Ability to conduct vulnerability scans and recognize vulnerabilities in security systems  
Ability to operate common network tools (e.g., ping, traceroute, nslookup)  
Ability to understand technology, management, and leadership issues related to organization processes and problem solving  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail  
Ability to work independently while contributing to team environment

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Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

## **Work Environment:**

Work is performed under general supervision. Instructors perform instructional duties in various modalities, including face-to-face, live streaming, and online. This includes both lecture and lab sections that may include exposure to mechanical, electrical, and chemical hazards.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate and exposure to biological and chemical hazards.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Dean of Business, Career, and Technical Education

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.